

UNITED STATES DEPARTMENT OF AGRICULTURE

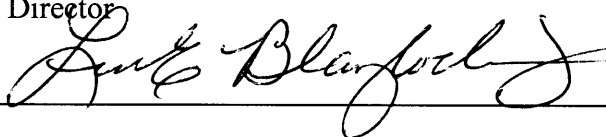
Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE CMA-1

For: All FSA County Offices

**Cooperative Marketing Association (CMA) and Designated Marketing
Association (DMA) Volume Activity Reporting**

Approved by: State Executive Director



1 Overview

A Background

According to Notice CMA-81, a 2001 GAO report stated that USDA is responsible for monitoring whether CMA internal controls ensure that:

- cooperative members are eligible for payments
- members do not exceed their payment limit
- duplicate benefits are not provided for the same crop.

While controls are adequate for producer eligibility and monitoring of payment limit, there is no current system for detecting duplicate benefits that may be earned by a producer who conducts business with DMA, grain, peanut, wool, mohair, or rice CMA. Because EWR's are used for cotton, duplicate bale reports serve as controls to detect duplicates on cotton. However, reports to detect cotton excess benefits may be implemented at a later date.

B Purpose

This notice provides instructions to County Offices for analyzing "CMA Duplicate Benefits Tracking Report". This report is posted to the Arkansas State Office Intranet Site, found at <http://intra4.fsa.usda.gov/ar/ari/>. Follow detailed instructions found in subparagraph 3 to process and submit this report.

C Contact

Persons with questions about this notice may contact Anita Wilson at (501) 301-3065, or Clay Medford at (501) 301-3058, Price Support Program Specialists.

Disposal Date

Indefinite

03-09-04

Distribution

All County Offices

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2 General Policy

A How Duplicate Benefits or Excess Benefits Occur

Duplicate or excess benefits may occur when producers obtain MAL's or LDP's:

- on the same quantity of commodity from CMA or DMA and their FSA County Office
- on a quantity that is determined to be unreasonable according to the COC-established yield.

B Establishing Eligible Quantities

According to 8-LP, FSA County Committees annually determine a reasonable estimate of yield for each commodity based on crop and weather conditions in a producer's administrative county. FSA County Offices use system generated queries to:

- determine a producer's reasonable production
- provide a running account total by producer for remaining MAL and LDP eligible quantities
- deny requests for MAL or LDP when the quantity offered for MAL or LDP is not within 10 percent of the COC-established yield.

C Reconciliation of CMA or DMA Activity to County Office Activity

All CMA's except for cotton, and DMA's have provided State Offices with a volume activity report to administrative County Offices. The report includes cumulative MAL and LDP quantities reported by crop.

3 Administrative County Office Action

A Administrative County Offices shall:

- review the report posted to the Arkansas State Office Intranet website received from the DMA or CMA. Instructions for starting the program are found in subparagraph 3B.
- assess whether there has been a duplicate benefit paid to the producer, using the Price Support Running Account Queries. Instructions for using these queries are found in 12-PS, paragraph 1489.

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3 Administrative County Office Action (Continued)

- assess whether the producer has exceeded the COC-established yield for the commodity.
- when a multi-county producer exceeds allowable quantity, contact other applicable County Offices to determine eligible quantities available.

Instructions for resolving potential duplicate benefits will be provided in a subsequent Arkansas CMA notice.

B Starting the Program

Before you begin, run 2003 CY Running Account – Eligibility Queries for each crop, according to 12-PS. Information from this query will be used to enter data in columns K & L on the report.

- 1) Access the Arkansas State Office Intranet website according to subparagraph 1B. Click on “Price Support”, then select “CMA Duplicate Benefits Tracking Report”. From the pop-up box, select “Save”.
- 2) In “Save As” dialog box, click the “Save In” drop down box. Select your H:/drive. Select “Save”.
- 3) Close Browser. Then start Excel, select “File”, select “Open”, and look in H:/drive. Select “CMA Duplicate Benefits Tracking Report”. Click “Open”.
- 4) Select “Enable Macros”.
- 5) Select “Main Menu” button (above producer name)
- 6) Select “Yes” under “I want to select my county”. (“No” takes you back to the spreadsheet).
- 7) Enter your State and County Code. Click “OK”. (This is a filtered and subtotaled list – this may take some time, so please be patient).

**Note: You now have CMA and DMA information specific to your county.
To complete the report:**

- From the first column of the running account query, obtain the “Initial Projected Eligible Quantity” and enter it in the “TOTAL” line for each corresponding producer in column L. If no data, enter “0”.

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3 Administrative County Office Action (Continued)

- From the second column of the running account query, obtain the “Actual Quantity Processed for Loan or LDP to Date” and enter it in the “TOTAL” line for each corresponding producer in column K. If no data, enter “0”.

Each time you exit the program, end with “FILE” – “SAVE”. Otherwise, data will be lost.

C Sending the Volume Activity Report

- 1) After entering all data, minimize this file (the – next to the red X)
- 2) Start Outlook
- 3) Minimize Outlook (the – next to the red X). If Excel does not open – select Excel from the task bar at the bottom of the screen.
- 4) Select “Main Menu”
- 5) Select “Send Now” under “I’m done, Send the Report to the STO”.
- 6) In the County Name Dialog Box, enter your County Name. Click “OK”.
- 7) You will get two warning messages; click “Yes” to each warning message.
- 8) You will get another warning message; click “Yes”. The report will be sent to Anita Wilson and Clay Medford.
- 9) Select “No” at Main Menu Box.
- 10) Select “File”, then “Print”. **Note: It is very important to print the report at this time, especially combined counties.**
- 11) The Print Dialog Box will pop up. Click “OK”.
- 12) Select “File”, then “Save”.
- 13) Select “File”, then “Exit”.

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3 Administrative County Office Action (Continued)

Combined County Offices – After completing and sending the first county report:

- 1) Select “Main Menu”
- 2) Select “Yes” under “I want to select another county”.
- 3) Select “Yes” at the warning box. (“No” will take you back to the main menu)
- 4) Complete report for next county beginning with instructions in subparagraph 3B(7).

D Administrative County Reporting Requirements

All counties should submit reports as soon as possible, but no later than Friday, March 26, 2004. **Negative reports are required.**